

29 June 1955

MEMORANDUM FOR: All Administrative Officers

SUBJECT: Goodwill Industries Building Fund Campaign

1. The Davis Memorial Goodwill Industries Building Fund Campaign will be conducted in this Agency from 1 July through 15 July 1955. The Campaign soon will be announced by an Agency Notice.

2. Enclosed is a supply of contributor envelopes and campaign leaflets for distribution to interested employees. If additional envelopes and leaflets are needed, please call Mrs. [REDACTED] of the Employee Services Branch on extension 2144.

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3. Each Agency member who desires to contribute to subject campaign should fill in his name on the envelope and return the envelope containing the contribution to his Administrative Officer. Administrative Officers are asked to deliver all contributions to the Employee Services Branch, Records and Services Division, Office of Personnel, Room 180, Curtis Hall. Checks should be made payable to the Goodwill Industries Building Fund.

4. All information concerning donors will be retained in the Employee Services Branch and will not be released to anyone outside this Agency.

5. Your assistance with previous fund-raising campaigns is greatly appreciated, and with your help, I am sure the Davis Memorial Goodwill Industries Building Fund Campaign will be highly successful.

STATINTL

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Chief, Records and Services Division